


Employee Self Service – Benefit Changes






Employee Work Center enables you to make changes to your benefits due to family status changes such as marriage, divorce or birth of a child. Benefit changes are only allowed during the annual Open Enrollment period or when you are experiencing a qualified family status change. Some of the qualified status changes are outlined in this document. For all status change events, the State Employee Wellness and Benefits office will require documentation in order to approve the event. Documentation is specific to the event but may include marriage licenses, birth certificates, etc. Benefit changes **MUST** be initiated within 30 calendar days of the event or they will not be allowed.

There are a variety of life changes that may impact your benefit coverage. It is your responsibility to ensure you have the benefit coverage you need and that you meet all required deadlines.


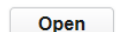








Below is a brief overview of the benefit event process. To find out whether your life event requires a benefit change or if you need assistance with completing a benefit change, please contact your assigned Human Resources Representative or call 402-471-9240 for assistance. You may also find detailed user guides on the LINK website under the HELP section.

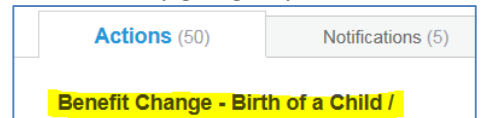
1. Go to the LINK website at www.link.nebraska.gov
2. Click Employee Work Center
3. Log on using your assigned user ID and password. You can use the Forgot Password button for a password reset.
4. You should be taken to the All About Me home page. If you are not, click on the menu button  in the upper left hand corner and click on All About Me.



5. Click on 
6. If you are adding new dependents to your coverage, you will first need to create a record for them by going to Dependents under the **Change** heading.
 - a. Click 
 - b. Click on the  icon next to each field with a red asterisk * (these are required fields) and enter the necessary information.
 - c. Use the scroll bar on the right to scroll down and ensure all required fields are completed.
 - d. NOTE: National IDs under Identifier Information is where the social security number will go. Social security numbers are required for any dependents enrolled in medical, dental or vision coverage EXCEPT for newborns. You will need to provide an SSN for your newborn after one has been provided but not at the time of enrollment.
 - e. Click  and then 
 - f. Repeat the process for any other dependents and then move on to step 7
7. Go back to All About Me and click on the Benefits icon again.
8. Click on Benefits under the **Change** heading
9. Select the appropriate Benefit Event Type:
 - a. Beneficiary change – will update your life insurance beneficiaries. Can be done at any time and does NOT require any supporting documentation.
 - b. Birth of a Child/Adoption – for the birth of a baby or new adoption. Requires a government issued birth certificate or legal adoption paperwork. A social security number for the newborn is not required initially but must be provided as soon as it is available. Use date of birth as event date.
 - c. Dependent Gain or Loss of Coverage – to remove a spouse or child from coverage because they have obtained coverage elsewhere. Requires documentation of the new coverage.

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- d. Divorce – to remove an ex-spouse due to divorce. May not be done until 6 months after the divorce decree is signed. Requires the divorce decree as documentation.
 - e. Loss of Other Credible Coverage – to enroll yourself or your dependents in coverage because group coverage has been dropped somewhere else, such as when a spouse leaves their job. Requires documentation showing the loss of coverage.
 - f. Marriage – to add a new spouse to coverage or to drop coverage because you are going on your spouse's coverage. Requires official marriage license as documentation.
 - g. Medicare/Medicaid Change – to add or remove dependents due to becoming eligible for or losing eligibility for Medicare/Medicaid. Requires documentation of the gain or loss of coverage from Medicare/Medicaid.
 - h. Spouse Open Enrollment Adding Spouse and/or Dependents – to enroll yourself, your spouse and any dependent children when spouse drops coverage during his/her employer's Open Enrollment period. Requires documentation showing the cancelled coverage from spouse's employer.
 - i. Spouse Open Enrollment or New Job/Dropping Coverage and/or Spouse and/or Dependents – to drop coverage through the State due to the spouse's new job or Open Enrollment. Requires documentation showing the new coverage from spouse's employer.
 - j. W-2 Electronic Election – to enroll in electronic W-2 or to change to paper. Can be completed between February and mid-December and does not require any documentation.
10. Select the Benefit Event Date (date of marriage, birth of child, loss of coverage through spouse's employer, etc.) **The event date is critical as it controls when coverage will start or stop. Check with HR if you are unsure what date to use and remember that the date must be supported by your documentation!**
11. Click 
12. Click 
13. Make your elections on each screen similar to what you do during Open Enrollment. Click  to move through each available screen of elections. NOTE: The selections you see will be specific to the type of event chosen.
14. If you need to stop at any time, click . You can then re-enter the event by going to your Inbox in the
- upper right hand corner  and clicking on the benefit event you started.
15. When you get to the last screen of the event labeled Benefit Elections Review, look for the **Attachments** section.
16. Click the  icon to add your scanned documentation. Use the  button to browse for your document; comments are optional.
17. Read the agreement in the Electronic Signature section and then click the "I Agree" button.
18. Click  and then  (optional). Click  to exit.



Your event will now go through Human Resources and State Employee Wellness & Benefits for review and approval.